

TRIERWEILER

CONSTRUCTION & SUPPLY CO. INC.

Heavy & Highway Contracting

2916 South Cherry Avenue

Marshfield, WI 54449

Phone 715-387-8451

Fax 715-384-5599

March 12, 2018

To Whom It May Concern:

We are currently accepting applications for the 2018 construction season. Anyone interested should request an application from our office by either calling 715-387-8451 or e-mailing me at steved@trierweilerco.com. We request that you refer racial/ethnic affirmative action group members, women and people with disabilities for work on Wisconsin Department of Transportation Highway construction and City Public Works projects in order to achieve our Affirmative Action goals.

We have jobs throughout the state of Wisconsin. Some of our larger jobs this year are in Madison, Janesville/Beloit and Hudson. However, employees are not hired for a specific job; they are required to travel to all jobs as needed.

Enclosed, please find a copy of our EEO policy for you to keep in your files. I have also included an application for you to photocopy and distribute as needed. An electronic copy of this application is available upon request. Applications will be kept on file for one calendar year.

In an effort to make sure I have the most up to date contact information as well as to help us stay compliant with our EEO/AA recruiting efforts, please respond to this letter via e-mail at steved@trierweilerco.com or reply in writing to:

2916 S Cherry Ave
Marshfield, WI 54449

If you have any questions, please send an e-mail to steved@trierweilerco.com or call 715-387-8451.

Sincerely,



Steve Daum

Payroll Manager, EEO Officer, Safety Director

Enclosure

An Equal Opportunity/Affirmative Action Employer

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

This is to affirm Trierweiler Construction & Supply Co., Inc.'s policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance.

We will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

Trierweiler Construction & Supply Co., Inc. will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

I have appointed Steve Daum to manage the Equal Employment Opportunity Program. This person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. I will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting the EEO Coordinator.

If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact either Steve Daum at 2916 S Cherry Ave, Marshfield, WI 54449 715-387-8451 or 269-313-0326 or any other representative of management, including me. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.


Steve Trierweiler, CEO

5-5-12
Date:

TRIERWEILER

CONSTRUCTION & SUPPLY CO. INC.

2916 S Cherry Ave
Marshfield, WI 54449

Office: 715-387-8451 Fax: 715-384-5599

Trierweiler Construction & Supply Co., Inc. is an equal opportunity/affirmative action employer and does not discriminate on the basis of sex, color, ancestry, disability, marital status, race, creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, or military service membership, unemployment status, or other basis prohibited by applicable local, state or federal fair employment laws or regulations.

Applications will remain effective for the current construction season. Thereafter, you must re-apply if you wish to continue to be considered for employment. Applicants with a disability may request accommodations needed in the application and/or interview process.

Applicant Name _____ Date of Application _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

TO BE READ AND SIGNED BY APPLICANT

I authorize Trierweiler Construction & Supply Co., Inc. to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Trierweiler Construction & Supply Co., Inc.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to Trierweiler Construction & Supply Co., Inc.; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on accuracy of the information.

Signature _____ Date _____

Position(s) applied for _____

Do you have the legal right to work in the United States? _____

Have you worked for Trierweiler Construction & Supply Co., Inc. in the past? _____

If yes, when? _____

Reason for leaving _____

Are you a member of a union? _____ If yes, which local? _____

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4

Last School Attended (name) _____ (city, state) _____

List any courses and/or training and/or equipment you can operate which you consider relevant to the position for which you are applying _____

EMPLOYMENT HISTORY

The following information should be completed by all applicants. All driver applicants of vehicles with a GVW of 26,001 lbs. or more **must** complete this section. List most recent or current employer first.

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

Employer Name	Dates employed	
	From	To
Address	Position held	
City	State	Zip
Contact Person	Phone Number	
Duties:		
Reason for leaving		
Subject to drug and alcohol testing requirement of 49 CFR part 40? _____yes _____no		

The following information must be completed by all driver applicants of vehicles with a GVW of 26,001 lbs. or more.

Date of Birth _____ Social Security Number _____

Have you ever been convicted of a felony? _____ If yes, please explain _____

Is there any reason you might be unable to perform the functions of the job for which you have applied? _____

If yes, please explain _____

ACCIDENT RECORD for past 3 years or more (attach sheet if more space is needed) if none, write **NONE**

DATES	NATURE OF ACCIDENT (Head-on, rear-end, upset, etc.)	FATALITIES	INJURIES	HAZARDOUS MATERIAL SPILL

TRAFFIC CONVICTIONS and forfeitures for the past 3 years (other than parking violations) if none, write **NONE**

LOCATION	DATE	CHARGE	PENALTY

(Attach sheet if more space is needed)

EXPERIENCE AND QUALIFICATIONS

List all driver licenses or permits held in the past 3 years

STATE	LICENSE NO.	TYPE	EXPIRATION DATE

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES NO _____

B. Has any license, permit or privilege ever been suspended or revoked? YES NO _____

IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS _____

DRIVING EXPERIENCE Circle those that apply

Straight Truck
Van Tank Tri-axle Dump Tri-axle Mixer Quad-axle Dump
Quad-axle Mixer Front Discharge Mixer
Tractor & Lowboy Trailer Quad-axle Dump with Trailer

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____

VOLUNTARY PRE-EMPLOYMENT INFORMATION FORM

This form and information will be kept in a confidential file separate from the application for employment and will not be included in any consideration for employment.

This form is used to help us monitor the success of our Affirmative Action Program and to comply with state and federal equal employment opportunity record keeping and reporting requirements.

NAME: _____

Last	First	Middle
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DATE OF APPLICATION: _____

POSITION(S) APPLIED FOR: _____

REFERRAL SOURCE: _____

RACE/ETHNIC GROUP:

White ____ Hispanic ____ American Indian ____ Asian ____ African American ____ Other (Specify) ____

SEX: Male Female

Have you ever been a member of the Armed Forces?

Yes

No _____

SEXUAL HARASSMENT IN THE WORKPLACE

In 1980, the EEOC issued guidelines stating that "sexual harassment" is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964.

Trierweiler Companies prohibit sexual harassment in any form in any and every workplace, and will strive to eliminate sexual harassment from taking place within the companies. Trierweiler Companies hold the managers, supervisors, and forepersons responsible for eliminating sexual harassment from their work areas and educating subordinates on the effects of sexual harassment.

Sexual harassment is defined to be unwanted conduct or communications of sexual nature, which adversely affects a person's employment relationship or working environment. Three basic criteria have been established to determine whether behavior constitutes unlawful harassment:

- 1) If submission to the conduct is either an explicit or implicit term or condition of employment;
- 2) If submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or
- 3) If the conduct has a purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Employees should do the following when they feel they are being harassed:

- 1) Continue to report to work.
- 2) Verbalize disapproval and demand that the action cease.
- 3) Document the occurrence(s).
- 4) Identify a witness.
- 5) Complain officially.

Official complaints can be submitted in writing or verbally to Steve Daum, our Equal Employment Opportunity Officer. He can be contacted at the office during normal business hours by calling 715-387-8451 or emailing steved@trierweilerco.com. Complaints may also be mailed to Steve at:

Steve Daum, Payroll Manager/EEO Officer/Safety Director
Trierweiler Construction Companies
2916 S Cherry Ave
Marshfield, WI 54449

All complaints will be kept confidential.

The policy on sexual harassment should not be construed as an intent on the part of Trierweiler Companies to regulate the social interactions or relationships freely entered into by employees on their own time.

Authorization to Release Information

Please read the information on this form carefully and completely.

I have applied for employment with Trierweiler Construction Companies and have provided information about my previous employment. I authorize Trierweiler Construction Companies to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary, drug and alcohol testing history, and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Trierweiler Construction Companies, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and Trierweiler Construction Companies from any and all liability arising from their giving or receiving information about my employment history and my suitability for employment with Trierweiler Construction Companies.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Name (please print): _____ **Signature:** _____

Date: _____